

State Reporting Requirements for Cities and Counties
Inventory of Required Reports

Office of Rural and Community Affairs - Reports received from Cities and Counties

Total Annual Hours Spent by Agency to Process Reports

19

Report Title	Number	Federal Statute	State Statute	Agency Rule	City / County	Number of Cities/ Counties	Reporting Department	Purpose	Description	Frequency	Describe if 'Other'	Method Submitted	Annual Hours to Process	% of Time Spent Correcting Data	Report Needed?	Explain	Do Other Agencies Collect This Data?	Explain	Recommend Change or Eliminating?	Describe
Quarterly Report	269A			Program Required	both	all open contracts (approximately 900 per year)		Progress Report		quarterly		paper	1		Yes		Grant/award specific		No	
Disclosure Report	none			Program Required	both	all open contracts (approximately 900 per year)		Financial information	Disclosure Report	other		paper	1		Yes	HUD Required	Grant/award specific		No	
Start of Construction Report	none			Program Required	both	grants w/ construction		Date of award; construction start		other	when construction begins	paper	1		Yes	HUD Required	Grant/award specific		No	
Real Property Acquisition report	none			Program Required	both	all open contracts (approximately 900 per year)		Acquisition record		other		paper	1		Yes	HUD Required	Grant/award specific		No	
Project Completion Report	269A			Program Required	both	all open contracts (approximately 900 per year)		Final activity report		quarterly		paper	1		Yes	Program required	Grant/award specific		No	
Certificate of Expenditure	none			Program Required	both	all open contracts (approximately 900 per year)		Financial information	indicates final amount drawn	other		paper	1		Yes	Program required	Grant/award specific		No	
Minority Business Enterprise Report	none			Program Required	both	grants w/ construction		Minority business participation		other	when construction begins	paper	1		Yes	HUD Required	Grant/award specific		No	
Federal Wage Compliance Report	none			Program Required	both	all open contracts (approximately 900 per year)		Wage Compliance	indicates whether applicable wage rates were paid	other		paper	1		Yes	HUD Required	Grant/award specific		No	
Fiscal Year Audit	none			Program Required	both	all open contracts (approximately 900 per year)		Fiscal compliance		yearly		fax, paper	1		Yes	OMB required	Grant/award specific		No	
audit certification	none			Program Required	both	all open contracts (approximately 900 per year)		Certification of whether an audit is required		yearly		fax, web, paper	1		Yes	OMB required	Grant/award specific		No	
Program Income report	none			Action Plan	both	35		Program income detail	indicates amount received/distributed from program income	semi-annual		fax, paper, e-mail	4	20%	Yes	federal requirement to track program income	Grant/award specific		No	
Quarterly Report	269A				both			Grant/contract expenditures		quarterly		paper	4		Yes		No		No	

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Annual Report	269				both			Grant/contract expenditures		yearly		paper	1		Yes		No		No	